

STATE OF DELAWARE  
OFFICE OF MANAGEMENT AND BUDGET  
OFFICE OF FLEET SERVICES

VEHICLE HOUSED AT EMPLOYEE RESIDENCE OR ALTERNATE LOCATION

Covers Period: January 1, 2015 through December 31, 2015

INCOMPLETE FORMS CANNOT BE PROCESSED

Vehicles being retained at the personal residence of a state employee, or at some location other than the agency office to which it is assigned, must have the prior approval of the Director of the Office of Management and Budget. Approval is contingent upon evidence of meeting criteria established in Title 29, Delaware Code, §7106 which states "(a) No motor vehicle owned by any agency/school district, except as otherwise indicated herein, shall be driven by an employee before or after the prescribed working hours of that employee. (b) When not on official State business, every motor vehicle owned by any agency/school district, with the exception of those vehicles exempted under subsection (c) of this section, shall be parked at the agency or motor pool location to which the vehicle is assigned.", and related policy promulgated by the Director of the Office of Management and Budget. Employees approved may be subject to Federal IRS regulations related to employer-provided vehicles and should refer to PHRST Alert 06-09 – Vehicle Usage, dated February 5, 2009

DRIVER'S NAME **(AS IT APPEARS IN PHRST AND DMV)**

\_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS OF DRIVER'S OFFICIAL DUTY STATION/OFFICE THEY  
REPORT TO DAILY, INCLUDING STREET AND ZIP CODE

\_\_\_\_\_

\_\_\_\_\_

DRIVER'S HOME ADDRESS INCLUDING ZIP CODE:

\_\_\_\_\_

\_\_\_\_\_

DRIVER'S STATE I.D. NUMBER: \_\_\_\_\_

DRIVER'S BUSINESS E-MAIL ADDRESS:

\_\_\_\_\_

VEHICLE HOUSING LOCATION, INCLUDING STREET ADDRESS  
AND ZIP CODE:

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED ONE WAY MILEAGE BETWEEN THE DRIVER'S  
RESIDENCE AND THEIR DUTY STATION: \_\_\_\_\_

ESTIMATED ONE WAY MILEAGE BETWEEN THE VEHICLE  
HOUSING LOCATION AND THE DRIVER'S DUTY STATION:

\_\_\_\_\_

VEHICLE YEAR/MAKE/MODEL:

\_\_\_\_\_

VEHICLE LICENSE NUMBER: \_\_\_\_\_

NUMBER OF HOURS/WEEK SPENT AT THE EMPLOYEES DUTY  
STATION OR OFFICE:

\_\_\_\_\_

REQUESTING DEPARTMENT AGENCY/SCHOOL DISTRICT:

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT BUSINESS E-MAIL ADDRESS:

CONTACT PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_

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Is employee a law enforcement officer driving a law enforcement vehicle as defined under provisions of the Delaware Council on Police Training per Title 11, Delaware Code, §8401(5)?

YES      NO

Is employee FLSA covered? Or Exempt?

FLSA Covered  
Exempt

Describe how the employee's duties or activities meet the guidelines in VO-19 "Acceptable Use Policy & Exemptions" and cost justify the necessity of housing the vehicle at the employee's residence or alternate work site. Please be specific.

Will employee be on "stand-by" duty under Merit Rule 4.0 Pay Plan Section 4.17? If this is the justification, how many times during the past year has subject employee, or previous incumbent, been on "stand-by" duty resulting in state compensation of same? Please provide number of call-backs/month, dates, and total hours covered. How many other employees from the office, county region or district are also on "stand-by" status? Provide a list of these employees, including vehicle type and equipment. Also include all employees' daily duty stations, job titles on this list.

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Employee and agency are responsible for reporting inputed income associated with commuting use of State-provided vehicles in accordance with State policy and to properly record such inputed income for the purpose of capturing accurate taxable wage and withholding information at an employee level within the PHRST payroll system. The State uses three valuation methods to calculate the amount of inputed income to report as taxable wages. Which of the three methods will be used? 1) Cents-Per-Mile Method; 2) Commuting Value Method; or 3) Annual Lease Value Method? (Please refer to PHRST Vehicle Usage Policy and Procedure PRU-VEH-01 and alerts #06-09. This can be found on the PHRST Intranet web site (<https://phrstra.spo.state.de.us/phrst/>), click on Publications) or the Fleet Services web page at <http://gss.omb.delaware.gov>, Fleet Services link, then click on Policy & Procedures Manual, Exhibit 4)

CHECK BOX THAT YOU HAVE READ THE ATTACHED FLEET SERVICES POLICY NO. VO-5 AND VO-19, PERMITTED/PROHIBITED VEHICLE USE, AND PHRST POLICY PRU-VEH-01, VEHICLE USAGE (PHRST ALERT 06-09)

\_\_\_\_\_  
DRIVER'S SIGNATURE

\_\_\_\_\_  
Date

REVIEWED BY REQUESTING CABINET SECRETARY/AGENCY HEAD OR SUPERINTENDENT

\_\_\_\_\_  
Requesting Cabinet Secretary/Agency Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
(PRINT NAME)

*FLEET SERVICES USE ONLY:*

APPROVED      DECLINED

APPROVED WITH FOLLOWING RESTRICTIONS

Rotating Call-back Periods Only

Seasonal Call-back Periods Only

Construction Site/Job Site/Geographic Work Area

Miscellaneous Pre-Travel Exceeding 12 Work Days in a Calendar Year

Other

EFFECTIVE DATE (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_  
DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

\_\_\_\_\_  
Date

Return completed form to:  
Office of Fleet Services, 100 Enterprise Place, Suite 4, Dover DE 19904  
SLC D100

Revised 11/2013